

# Application for Records Disposition Standard

**marta**

Department, Name, and Full Address  
**MARTA**  
**Financial Audit Division**  
**100 Peachtree Street, Suite 1300**  
**Atlanta, Georgia 30303**

For Records Management Division Use  
 Date Received Application No. Date Completed  
**JUL - 1 1974** **74-237** **JUL - 3 1974**

Appl. Date Telephone & Ext. Name Person to Contact Working Title  
**6/5/74** **522-4460 X553** **William V. Carasik** **Senior Auditor**

Inclusive Dates of Series Exact Series Title  
**1974 - Present** **Audit Work Paper File - General Fund**

Action Requested ☒ Establish Disposition Standard Record will continue to accumulate ☐ Dispose of Present Accumulation; No Further Accumulation Anticipated

What is the function of the office in which this record series is created?  
 The Division of Financial Audit is responsible for doing and/or coordinating all audit work required for the Authority. All work is directed towards assuring top management and outside observers that MARTA is complying with Federal and State Laws, regulations, and procedures and with the stated policies of the MARTA Board of Directors and related management procedures.

This file contains the following documents:

Documents relating to the audit of the General Fund - File Series includes all documents created during audit; such as audit program, memoranda, work papers, draft audit reports. File is arranged alphabetically by subject.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers					Annual Rate of Accumulation				
					Floor Space Occupied (Square feet)				
					Average Daily References				
					This Years	Last Years	Preceding Years	All Prior Years	

**QUESTIONNAIRE** (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series?  
Is only copy ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published?  
Audit Report ☒ Yes ☐ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures?  
By Recommendations from work papers ☒ Yes ☐ No
- 18 Could the function be performed if the files were lost or destroyed?  
Data could be reconstructed ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

**24 REQUIREMENTS:**

The following requires the files to be kept 5 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement. State-Wide common standards 73-57 (Approved 2/1/73).

☒ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☐ Administrative Decision ☐ Historical Value

**25 RECOMMENDATIONS - Methods:** This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:

☐ Hold in the current files area \_\_\_\_\_ years; then ☒ Transfer to XX State Records Center;

☐ Hold 5 months years; then ☒ Destroy; or ☐ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

**26 APPROVALS:**

Approved Department Records Management Officer

*Gerry Winfrey*  
Approved Division Head / Designee

Approved Department Head / Designee

*Robert Wilson*  
Approved Records Management Analyst

*Douglas H. Hare*  
Approved Legal Counsel

*John O. O'Connell*  
Approved Division of Audit

*P. L. L.*

Date

6/21/74

Date

6/21/74

Date

6/24/74

Date

6/21/74

Date

6/21/74

Date

6/21/74

Review / Approval by Department of Archives and History

*JAS*

*Carroll Hart July 3, 1974*

Recommendations:

Approved MARTA Management Steering Committee